

Title	Salary	
<b>Legislative Aide</b>	\$38,000 to 50,000 (dependent upon experience)	<p>A member of the Islip Town Council is looking to fill the position of Legislative Aide. The job of a Legislative Aide is to help coordinate programs and policies. The scope of work may include development and implementation of new programs and evaluation of existing town services, acting as a liaison between the Councilperson's office and other town departments. The Legislative Aide also must be available to represent the Councilperson at governmental and public functions. The employee exercises considerable independent judgment and initiative within policy guidelines.</p> <p><b>TYPICAL WORK ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>-Performs studies of departmental organizations and procedures and recommends changes to improve the quality and effectiveness of town programs and services.</li> <li>-Participates in the planning, development and implementation of new projects.</li> <li>-Performs research on the availability of Federal, State and local funding for town programs and prepares applications for appropriate grants.</li> <li>-Performs budgetary analysis of town operations in order to determine their cost effectiveness.</li> <li>-Speech writing</li> <li>-Press Release writing</li> <li>-Resolution writing</li> <li>-Constituent and business letters</li> <li>-Extensive knowledge of computer programs including, Microsoft Word, Picasso, Power Point presentation, etc.</li> <li>-Must be able to work outside regular business hours to attend and participate in community meetings.</li> </ul> <p><b>MINIMUM REQUIREMENTS:</b></p> <p>A) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree and three years of experience in public or business administration; or</p> <p>B) Graduation from high school or possession of a high school equivalency diploma and seven years of experience in public or business administration; or</p> <p>C) An equivalent combination of training and experience as defined by the limits of (A) and (B).</p>

Please **fax** your resume, references and writing samples to 631-224-5843.